

# 2010 Year End eMARS User Group Meeting May 11, 2010



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# Agenda

<b>Opening Remarks</b>	Ed Ross
<b>Current Budget Status</b>	Ed Ross
<b>Smart Government</b>	Don Speer
<b>HB 387</b>	Don Speer
<b>2010 Year End</b>	Barbara Aldridge-Montfort
<b>New Year Updates</b>	Barbara Aldridge-Montfort Rachelle Wilkins
<b>infoAdvantage Status</b>	Connie Camden
<b>Misc Items</b>	Barbara Aldridge-Montfort
<b>Q &amp; A</b>	

# Current Budget Status

- No Enacted Budget
- Special Session anticipated
- New-Year allotments will not be loaded until budget enacted
- All dates subject to enacted budget

# Questions?



# Smart Government Initiative



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# Smart Government Initiative

- Established by Governor Beshear on Jan. 13, 2010.
- A collaborative, statewide, multi-cabinet drive to share ideas and employ cost-saving measures.
- Chaired by the Secretary of the Executive Cabinet Mary Lassiter and staffed by the Finance and Administration Cabinet, whose Secretary, Jonathan Miller, serves as the executive director.
- A Steering Committee with representation from many agencies of the executive branch has been named to implement this comprehensive efficiency initiative.





# Transportation Services Work Group

## **MISSION:**

The Transportation Services Work Group will conduct a review of all vehicles owned or leased by the state, to be comprised of five projects: (1) conducting an inventory of all vehicles and planes owned by state agencies and evaluating maintenance operations to explore savings opportunities; (2) evaluating the cost effectiveness of permanently assigned vehicles; (3) expanding the pilot program for the use of Global Positioning Systems; (4) exploring self-insurance for state fleet vehicles; and (5) evaluating the cost effectiveness of outsourcing the state's fleet partially or in total.

## **CO-CHAIRS:**

Robin Kinney, Executive Director of Administrative Services, Finance and Administration Cabinet; and Carla Wright, Office of State Budget Director



# INFORMATION TECHNOLOGY WORK GROUP

## **MISSION:**

The Information Technology Work Group will coordinate and quantify opportunities to maximize statewide IT and communications services, including server housing and support, storage, telephony (voice communications, systems, and support), desktop support, asset management, printing and help desk functions; and expanding opportunities to leverage buying power for IT purchases.

## **CO-CHAIRS:**

Lori Flanery, Deputy Secretary, Finance and Administration Cabinet; and John Hicks, Office of State Budget Director





# POSTAL SERVICES WORK GROUP

## **MISSION:**

The Postal Services Work Group will conduct a review of postal services processes utilized by state government and its agencies to identify potential savings and efficiencies. Keeping in mind the greater good of all state government, cabinets' and agencies' postal services will be explored in a holistic manner.

## **CO-CHAIRS:**

Rob Jones, Executive Director of Policy and Audit, Finance and Administration Cabinet; and Kevin Cardwell, Office of State Budget Director



# PROCUREMENT WORK GROUP

## **MISSION:**

This Work Group will identify ways to save money by eliminating, reducing, or renegotiating contracts with vendors. (This excludes informational technology contracts, which are being handled by the IT Work Group.) Greater savings will be achieved through a coordinated, government-wide procurement efficiency effort.

## **CO-CHAIRS:**

Don Speer, Executive Director, Office of Procurement Services, Finance and Administration Cabinet; and Jana Smith, Office of State Budget Director



# ASSETS WORK GROUP

## **MISSION:**

The Assets Work Group will conduct a comprehensive review of the Commonwealth's real and personal property, focusing its efforts primarily on state-owned and leased real estate to identify potential savings and efficiencies. Specifically, the Work Group will: 1) identify state agencies that own or lease property; 2) identify portions of owned or leased real estate that are no longer needed for the agency or state's mission; 3) review and identify potential lease consolidation opportunities; 4) formulate values for the real estate holdings available for surplus; and 5) identify restrictions (legal, funding, et al) on the real estate and other considerations likely to affect the potential sale of the property. In addition, the Assets Work Group will seek to expand existing eBay/Web-site-based sales of surplus personal property and equipment.

## **CO-CHAIRS:**

Shannon Morgan, Deputy Secretary, Finance Cabinet; and Ryan Green, Office of State Budget Director



# Questions?



# House Bill 387



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# HOUSE BILL 387

- (1) Within fifteen (15) days after the effective date of this Act, and on a quarterly basis thereafter, the secretary of the Personnel Cabinet shall report to the Legislative Research Commission the number of employees in each program cabinet and department of the executive branch of state government. The report shall include the number of all full-time classified and unclassified employees employed pursuant to KRS Chapters 16, 18A, and 151B, listed by cabinet and department.



# HOUSE BILL 387

- (2)** Within fifteen (15) days after the effective date of this Act, and on a quarterly basis thereafter, the secretary of the Finance and Administration Cabinet shall report to the Legislative Research Commission the number of individuals working on a full-time equivalent and recurring basis, listed by contract or agreement and cabinet.
- (3)** As used in this subsection, "recurring basis" means continuous employment for a period of not less than ninety (90) days.

# HOUSE BILL 387

- (10) (a)** No payment shall be made on any personal service contract unless the individual, firm, partnership, or corporation awarded the personal service contract submits its invoice for payment on a form established by the committee.
- (b)** Invoices shall be submitted every ninety (90) days, unless the personal service contract specifies a different submission time period.
- (c)** Separate invoices shall be submitted for each distinct matter covered by the personal service contract, and shall be signed by the individual responsible for that matter.

# HOUSE BILL 387

## **(d) Each invoice shall contain the following information:**

1. A description of the matter covered by the invoice;
2. The date each service was performed;
3. A full description of each service;
4. The name and title of each individual who worked on the matter, and the time the individual spent on the matter;
5. The subject matter and recipient of any correspondence;
6. A full description of any work product produced, designating the way in which the work product is associated with the matter being invoiced;
7. The hourly rate for each individual working on the matter, and the total charge for that individual for each matter invoiced;
8. An itemized list of all disbursements to be reimbursed by the state for each matter invoiced;
9. The total charge for each matter;
10. The combined total for services and disbursements for the billing period;
11. The tax identification number of the entity awarded the personal service contract; and
12. An indication on each invoice of whether or not the invoice is final.

# HOUSE BILL 387

- (e) The issuance of an invoice to the Commonwealth constitutes an affirmation by the individual, firm, partnership, or corporation awarded the personal service contract that the invoice truly and accurately represents work actually performed, and expenses actually incurred.
- (f) The head of the contracting body shall approve the invoice, indicating that the charges in the invoice reflect the value of the work performed, and all recorded costs and disbursements were reasonably and necessarily incurred in connection with the matter invoiced.";

# Questions?



# 2010 Fiscal Year End



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# New Year Table Initialization (NYTI)

- Occurs upon **COB, Thursday, May 13, 2010**
- Creates FY11 records for all **ACTIVE** chart of account elements
- Effective dates on FY11 records will be blank
- Clean Up
  - Review 2010 records to ensure all active records should be active in FY11
  - Review 2011 records once after May 13 to ensure accuracy
  - Add Effective dates to 2011 records if applicable

# EO1 and Year End

- Allow enough time to get EO1 approvals complete to meet procurement deadlines for fiscal year end
- Be sure and attach the EO1 to the header of your procurement and payment documents
- Last day to submit EO1s for FY10 activity is **Wednesday, June 9**

**NOTE:** The Agency **MUST** receive an approved *EO1* before items/services can be procured/purchased by any method. All items **must** be received or services completed by **June 30, 2010** in order to be paid out of FY10 funds.

# FY10 Purchase Requests

- RQS greater than or equal to \$20,000 were due to the Office of Procurement Services (OPS) by **Friday, April 9**
- RQS less than \$20,000 due to OPS by **Friday, May 28**
- Document comments must state,
  - “Delivery is desired prior to June 30”; or
  - “Delivery must be completed prior to June 30”
- RQS should be submitted timely and accurately support **delivery by June 30**

# Personal Service Contracts/Mods/MOAs

- PSCs/Mods/MOAs for services performed by June 30 **must** be submitted to OPS by **Friday, May 14** to guarantee payment from FY10
  - PSC/Mods/MOAs for agencies not required to submit through OPS, must be submitted to LRC by **Friday, May 28**

# 2010/2011 Encumbrance Roll

- Scheduled to begin **COB, Friday, July 2**
  - eMARS will be unavailable July 3 – July 5
- All **non-capital** encumbrances *greater than* \$1,000 will be established in FY11
  - Modification document
  - User ID **ENCROLL**
- All **non-capital** encumbrances *less than or equal to* \$1,000 will lapse, thus closing the award
  - CBDL Documents
  - User ID **ENCROLL**
- Clean Up
  - Unnecessary encumbrances (*2302 Outstanding Encumbrance Report*)
  - Pending encumbrances by COB July 2

# BFY 10 Pending Encumbrances

- Encumbering documents in *Pending* phase **will not** roll to FY11
  - **ALL** FY10 encumbering documents need to be out of *Pending* phase by **COB, July 2**
    - Complete Approval Process
    - Reject Document back to *Draft* phase
- Documents left in Pending phase **will** be rejected back to draft by the Office of the Controller
- Spreadsheet listing pending documents by department will be posted under *2010 Year End Information* at: <http://finance.ky.gov/internal/eMARS/>



# Payments against Encumbrances

- Payments against 2010 encumbrances must be in **FINAL** status by **COB, Friday, July 2**
- Payments against lapsed PON2 documents
  - PRC with “Memo” reference to PON2
  - Use same Cited Authority shown on PON2
- Payments against all other lapsed awards
  - PRC with “Memo” reference to award
  - Use the Small Purchase Cited Authority

**NOTE:** Users should make their best effort to get 2010 encumbrances paid or liquidated by **COB July 2**.

# Payment Reminders

- Payment documents submitted but not approved by COB June 30 will infer **FY11** upon final approval
- Payment documents approved on or after July 1 with the fiscal period (BFY, FY, Period) blank will infer **FY11** upon final approval
- **July 2** – Last day to pay against FY10 encumbering awards
- **July 9** – Last day to pay FY10 expenditures

# Coding Period 13

- **Entire Fiscal Period 13 (BFY=2010; FY=2010; Period 13) must be coded**
- **Period 13 (BFY=2010, FY=2010, Period=13) can be coded on the Header Section or on the Accounting Line of the payment document**
  - Fiscal Period (BFY, FY, Period) from Header will infer on all blank Accounting Lines
  - Fiscal Period (BFY, FY, Period) coded on an Accounting Line will override period coded on Header
  - Period 13 **must** be coded on the Header of PRC1 documents
  - Period 13 should be coded on the Header of PRC2 documents

**Applies to non-capital funds**

# Matching Payments

- **During Period 13 the FY and Period on PRMs are determined by the BFY on the referenced PO/DO/CT at the time the PRM is created**
  - If the BFY on the referenced award is less than the current BFY, then Period 13 is inferred on the PRM
  - If the BFY on referenced award is equal to the current BFY, then the current period is inferred on the PRM
- **Verify PRMs were created and submitted correctly**
  - May need to copy forward to a PRC to correct PRMs
- **Remember**
  - BFY on encumbered awards over \$1,000 rolls to BFY11 COB, July 2
  - Encumbrances less than \$1,000 will lapse **COB, July 2**
    - PRMs against lapses award will reject

# BFY 10 Pending Transactions

- Payment documents in *Pending* phase (submitted but not fully approved) affect cash and budget balances
  - ALL FY10, **non-capital**, payment documents need to be out of *Pending* phase by **COB, July 9**
    - Complete Approval Process
    - Reject Document back to *Draft* phase
- Documents left in Pending phase will be rejected back to draft by the Office of the Controller
- Spreadsheet listing pending documents by department will be posted under 2010 Year End Information at: <http://finance.ky.gov/internal/eMARS/>

# Follow Through

- Check for rejected PRM documents and make corrections as needed
- Review the AD/EFT Exception report to ensure FY10 payments have been disbursed
  - AD/EFT report is posted daily at:  
<http://finance.ky.gov/internal/eMARS/>
  - FY10 payments on the AD/EFT Exception report after Soft Close, **Friday, July 9** will be closed by the Office of the Controller – **Vendor will NOT receive payment**



# Moving/Correcting Expenditures

- A JV2E document should be used to correct expenditures that have incorrectly posted to the wrong Fiscal Period
  - Reduce expenditures (negative amount) in appropriate Fiscal Period and Increase expenditures (positive amount) in the other
  - Remember to code entire fiscal period on each Accounting Line (BFY, FY, Period)
  - Period 13 Soft Close – **COB July 9**
  - Period 13 Hard Close – **COB July 16**
  - JV2Es will require Finance approval after **Soft Close, July 9**

# Allotments

- General Fund Object Type Allotments will collapse on **Thursday, July 1**
- All non-Object Type Allotments **must** be in the black by the end of the Fiscal Year
- During closeout, agencies should utilize the budget screens in eMARS as infoAdvantage reports reflect **prior** business day information and do **not** include pending amounts
  - BQ3LV1 (Appropriation)
  - BQ3LV2 (Allotment)
  - BQ3LV3 ( Object Allotments)

# Fixed Assets

## ➤ FY10 Inventory Observation

- Equipment and Real Property due on **Friday, May 28, 2010**
- Send to Jennie Wolfe
- Procedures located at:  
[http://finance.ky.gov/internal/eMARS/fixed\\_assets.htm](http://finance.ky.gov/internal/eMARS/fixed_assets.htm)
- Real Property Closing Package to be sent soon

## ➤ Fixed Asset Cleanup

- As in previous years, Fixed Asset shells \$5,000 and above must be cleaned up by **Wednesday, Sept. 1, 2010**

# Closing Schedule Clarification

The dates outlined in the *2010 Closing Schedule for Cost Allocation* pertain to “internal” allocations in those agencies and are **not** related to multi-agency billings such as COT, Printing, Fleet, etc.



# Key Dates

- Period 12 Soft Close – Wed, June 30
- Period 12 Hard Close – Fri, July 2
- Encumbrances Roll – Fri, July 2
- Period 13 Soft Close – Fri, July 9
- Period 13 Hard Close – Fri, July 16

# Questions



# New Year



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# New Year Procurements

- RQS for new year (FY11) may be submitted **after** Friday, May 14
  - Document comments should state, “ Delivery is not desired prior to July 1, 2010”
- PSCs/MOAs for the new year (FY11) may be submitted to OPS
  - Documents requiring a July 1, 2010 effective date **must** be submitted by Monday, June 21

# New Year Procurements

- New Year (FY11) procurement activity may be submitted after May 13 using FY 2011
  - Document must use a non-accounting event type (PR01, PR07) if submitted for approval prior to the agency's allotments being loaded into eMARS
  - Document must include entire Fiscal Period on the Header (FY = 2011, BFY = 2011, **Period = 1**)
- Awards may be modified to an accounting event type (PR02, PR03, PR05, PR06) once the agency's allotments are loaded

# New Year Allotments

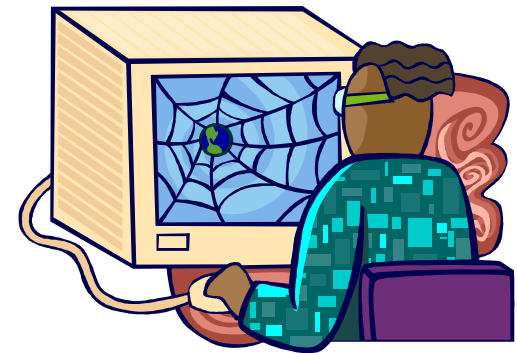
The *Request for Allotment Letter* will be mailed to Budget Leads and posted at <http://osbd.ky.gov> as soon as information regarding the budget is available.



# New Year Allotments

Once available, New Year Allotments will be posted by department on the eMARS Web site at:

<http://finance.ky.gov/internal/eMARS/>



# Valid Fund/Dept/Function Combination

- Numerous coding errors have occurred where the *Fund* and *Function* combinations do not belong together
- Valid Fund Department (VFD) table will be changed for FY11 to include a *Function* code
  - Only affects on-budget operating funds
  - Off-budget operating funds and Capital funds will have no requirements to use a *Function* code

# Valid Fund/Dept/Function Combination

## Valid Fund Department Function Combination

[Menu](#) [Quick Search](#)

	Fiscal Year	Fund	Fund Name	Department	Department Name	Function	Function Name	Active?
✓	2007	0100	General Fund	005	General Assembly	AEC0	GA-Ky Legislative Ethics Commission	true
	2007	0100	General Fund	010	Legislative Research Commission			
	2007	0100	General Fund	020	Judicial Form Retirement System			
	2007	0100	General Fund	025	Judicial Department			false
	2007	0100	General Fund	030	Unified Prosecutorial System			

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

\*Fiscal Year : 2007

\*Fund : 0100

General Fund

\*Department : 005

General Assembly

\*Function : AEC0

GA-Ky Legislative Ethics Commission

Active? : ☒

[Invalid Fund Dept Combination](#)





# Valid Fund/Dept/Function Combination

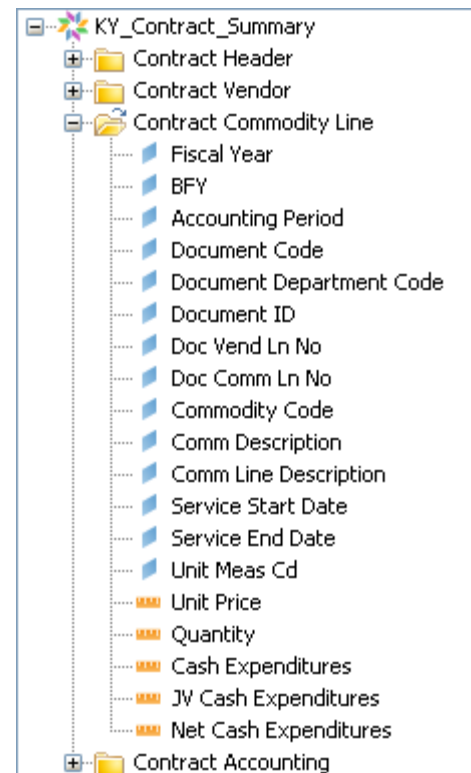
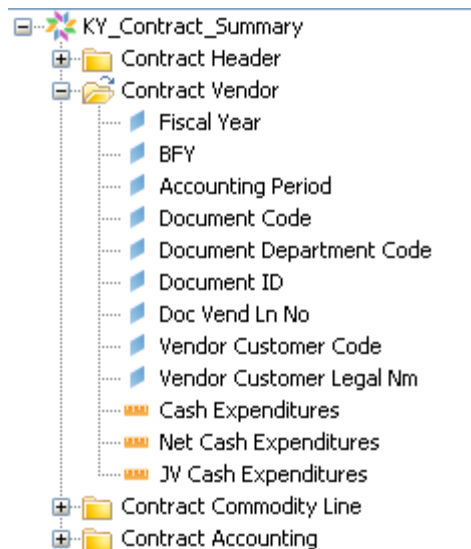
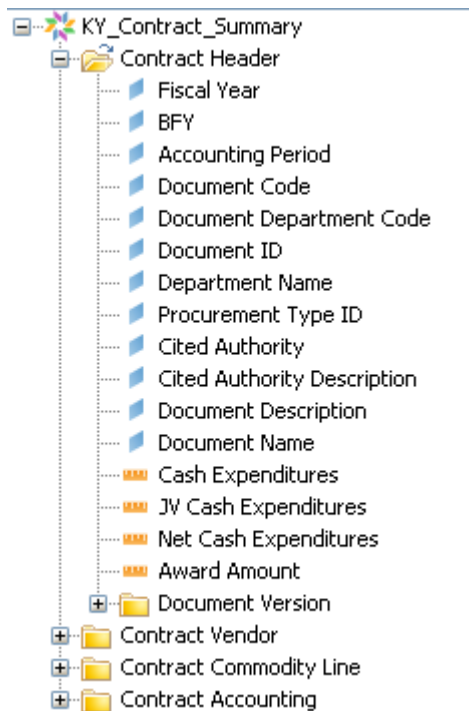
- Agencies must complete a *Valid Fund Department Function Combination* spreadsheet
- “ALL” in the function code field will allow any function code or NO function code to be used with a specified fund
  - “ALL” should be selected for off-budget or capital funds
  - “ALL” will not be allowed for on-budget operating funds

	A	B	C	D
1	Fiscal Year	Fund	Department	Function
2	2011	0100	765	GOPM
3	2011	0100	765	GOEA
4	2011	0100	765	GOPR
5	2011	1323	765	GOPM
6	2011	C21K	765	ALL
7	2011	C21L	765	ALL
8	2011	C21M	765	ALL
9	2011	C21N	765	ALL
10	2011	C21P	765	ALL



# Contract Summary Universe (KY\_Contract\_Summary)

- Purpose – Provide Expenditure Data Against Contracts
- Universe contains four folders



# Contract Summary Universe (KY\_Contract\_Summary)

## Contract Accounting

- Contract Accounting
  - Fiscal Year
  - BFY
  - Accounting Period
  - Document Code
  - Document Department Code
  - Document ID
  - Doc Vendor Line
  - Doc Comm Ln No
  - Fund
  - CAFR Fund Type
  - Fund Type
  - Fund Name
  - Department
  - Department Name
  - Unit
  - Unit Name
  - Sub-unit
  - Sub-unit Name
  - Object
  - Object Name
  - Sub-object
  - Sub-object Name
  - Revenue Source
  - Revenue Source Name

- Revenue Source Name
- Sub-revenue Source
- Sub-revenue Source Name
- BSA
- BSA Name
- Sub-BSA
- Sub-BSA Name
- Department Object
- Department Object Name
- Department Revenue Source
- Department Revenue Source Name
- Location
- Location Name
- Sub-location
- Sub-location name
- Activity
- Activity Name
- Sub-activity
- Sub-activity Name
- Function
- Function Type
- Function Group
- Function Name
- Sub-function
- Sub-function Name

- Reporting
- Reporting Name
- Sub-reporting
- Sub-reporting Name
- Task
- Task Name
- Sub-task Code
- Sub-task Name
- Task Order
- Task Order Name
- Major Program
- Major Program Name
- Program
- Phase Code
- Program Period Code
- Program Name
- Phase Name
- Program Period Name
- CAFR Type Name
- Fund Type Name
- Function Type Name
- Fund Group Name
- Cash Expenditures
- JV Cash Expenditures
- Net Cash Expenditures

# Contract Summary Universe (KY\_Contract\_Summary)

## Report Examples

BFY	CAFR Type Name	Procurement Type	Object	Object Name	Cash Expenditures
2009	General Fund		1E225	Compute Rental-Pay TVend-1099	1,751.73
2009	General Fund		1E347	Machinery & Implm Under \$5,000	27,435.72
2009	General Fund		1E399	Other	493.91
2009	General Fund		3 E133	Employee Training-St Emp Only	2,500
2009	General Fund		4 E146	Consulting Services-1099 Rept	360,892.4
2009	General Fund		4 E150	Other Professional Services-1099 Rept	83,500
2009	General Fund		4 E223	Rental Of Equipment-1099 Rept	13,691

BFY	CAFR Type Name	Object	Object Name	Cash Expenditures
2009	General Fund	E121	Employers Fica	37.24
2009	General Fund	E133	Employee Training-St Emp Only	3,171.5
2009	General Fund	E136	Uniforms, Rental Or Purchase	146,696.88
2009	General Fund	E144	Medical/Dental Serv-1099 Rept	1,196.85
2009	General Fund	E146	Consulting Services-1099 Rept	878,984.89
2009	General Fund	E147	Advertising Services-1099 Rept	107,431.52
2009	General Fund	E148	Artistic Services-1099 Rept	4,500
2009	General Fund	E150	Other Professional Services-1099 Rept	710,959.97
2009	General Fund	E162	Security Guard Serv-1099 Rept	100,119.09

# Contract Summary Universe (KY\_Contract\_Summary)

- Data can be summarized in a number of different ways
- Universe is not finalized
  - a notice will be sent out as soon as the Universe has been finalized and published to infoAdvantage
- If you find this Universe does not meet your needs, please e-mail suggested changes to [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov)

# Questions ?



# infoAdvantage Status

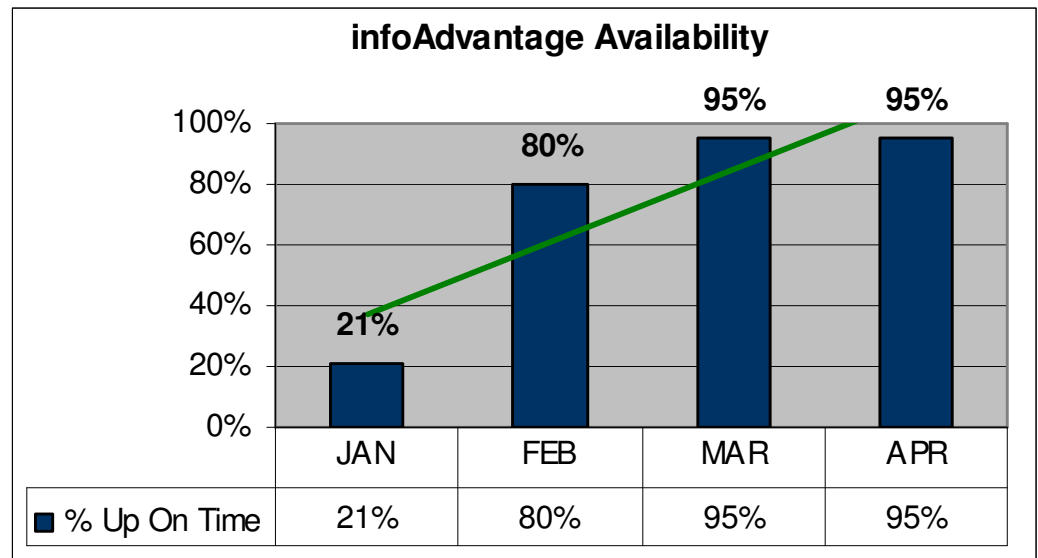


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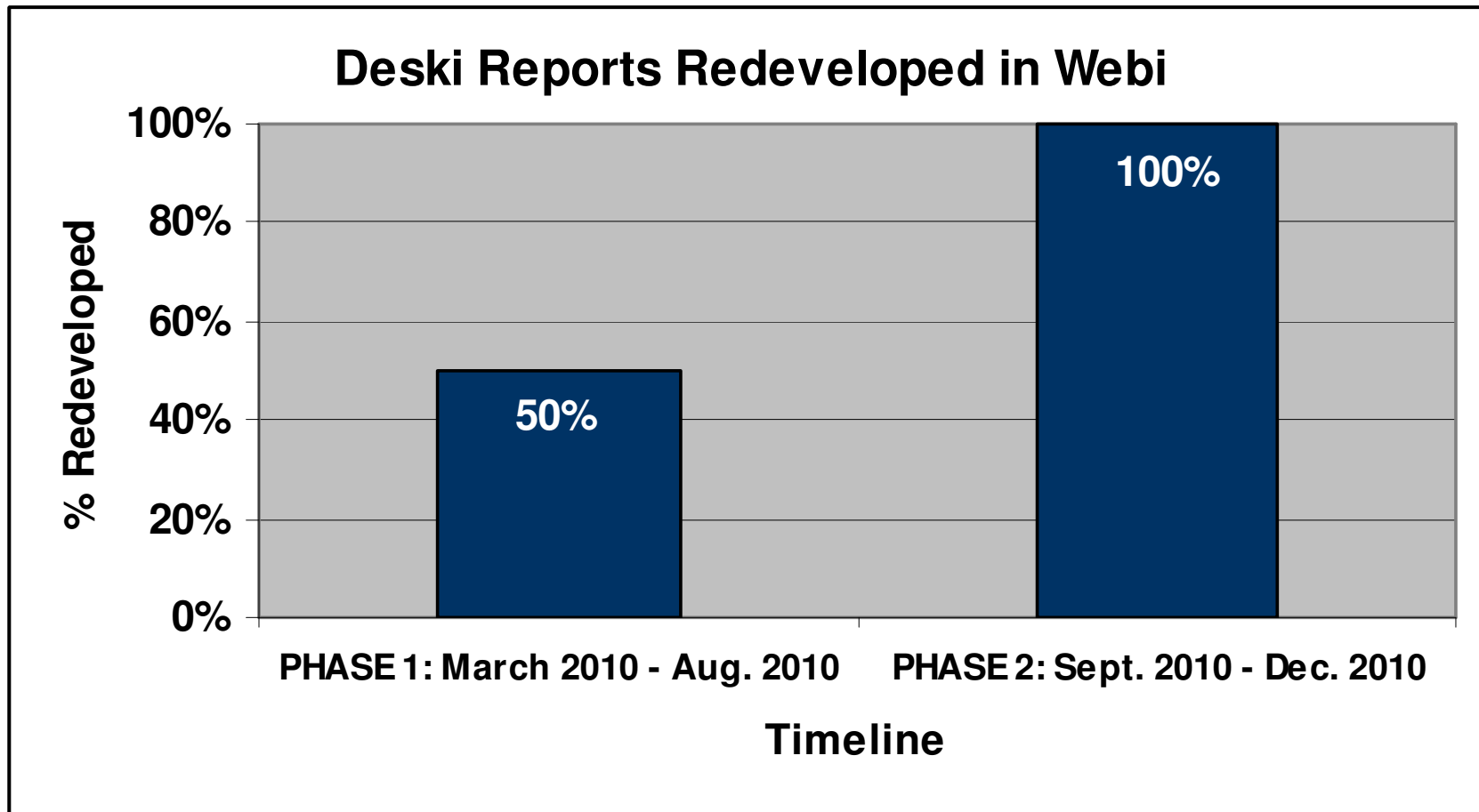
# infoAdvantage Status

- Business Objects XI live for 71 days
- No Major Implementation Issues
- Improvements Realized:
  - Tier 1 Vendor Support
  - Additional Functionality
    - Eliminates need for Deski software
  - Query/Report Response Times
  - Increase in Number of Concurrent User Sessions Supported
  - Resource Monitoring Capabilities
- System Availability





# Agency Deski Redevelopment Timeline

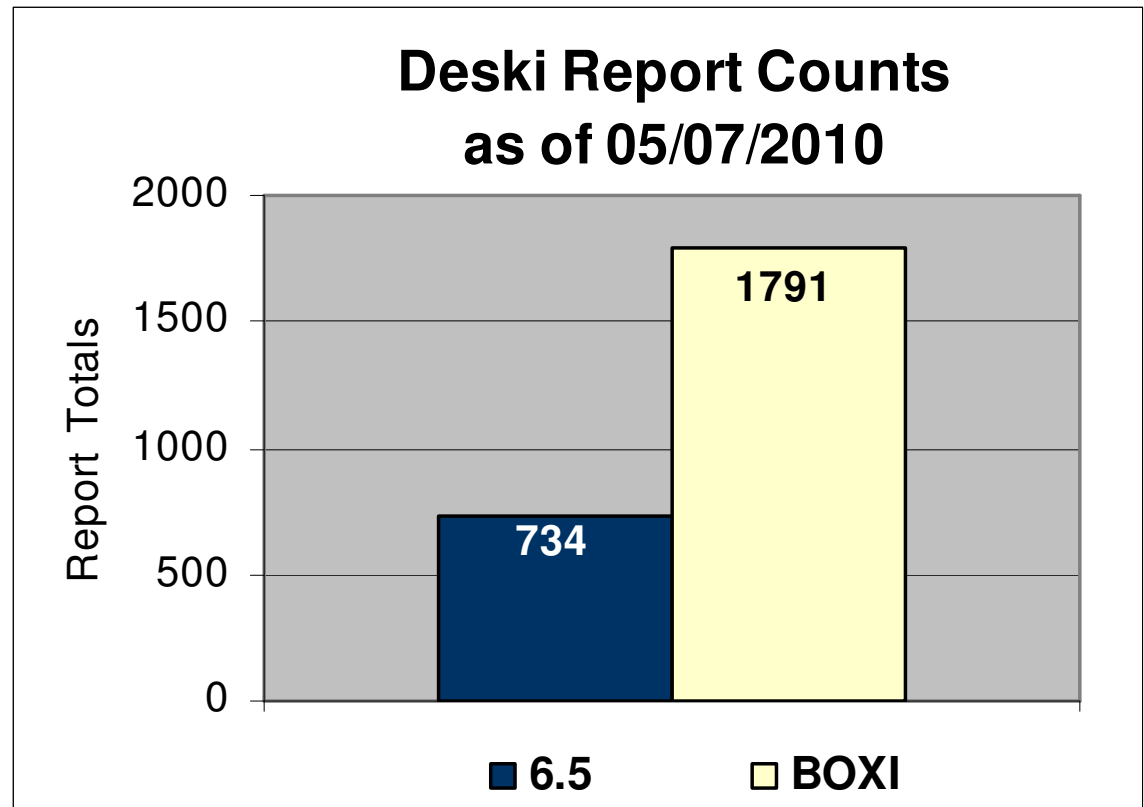


# Agency Deski Redevelopment Status

- **Deski Report Redevelopment should be underway and include:**
  - Redevelopment of year-end closeout reports **by June 1, 2010** to allow time for testing.
  - Coordinate testing of redeveloped reports with your users as soon as possible.
  - Redevelopment of all other Deski (thick client) reports **must** be completed by calendar year end, **Dec. 31, 2010.**

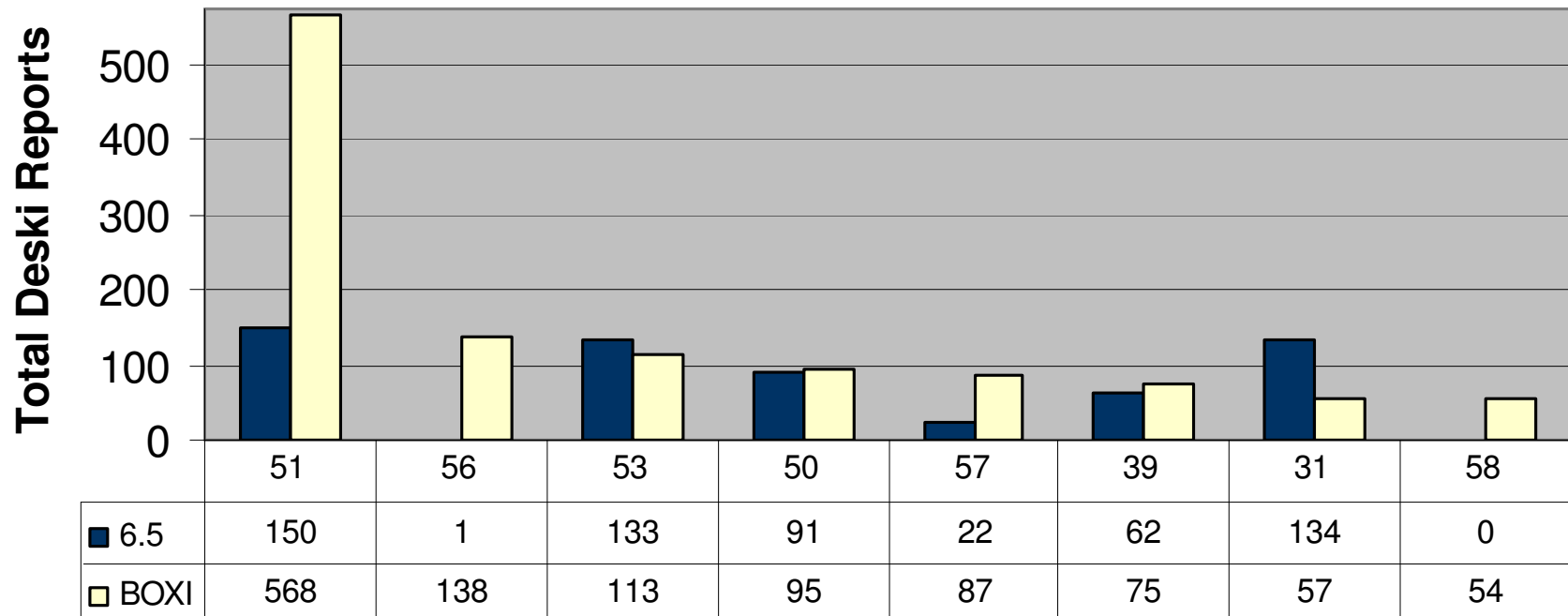
# Agency Deski Redevelopment Status

- **69% Increase** in number of Deski reports in BOXI.
- **Potential Causes:**
  - *Personal Documents to be Imported* moved to department folders.
  - Copying reports to department folders.



# Agency Deski Redevelopment Status

**Cabinet Level  
6.5 vs. BOXI Counts**



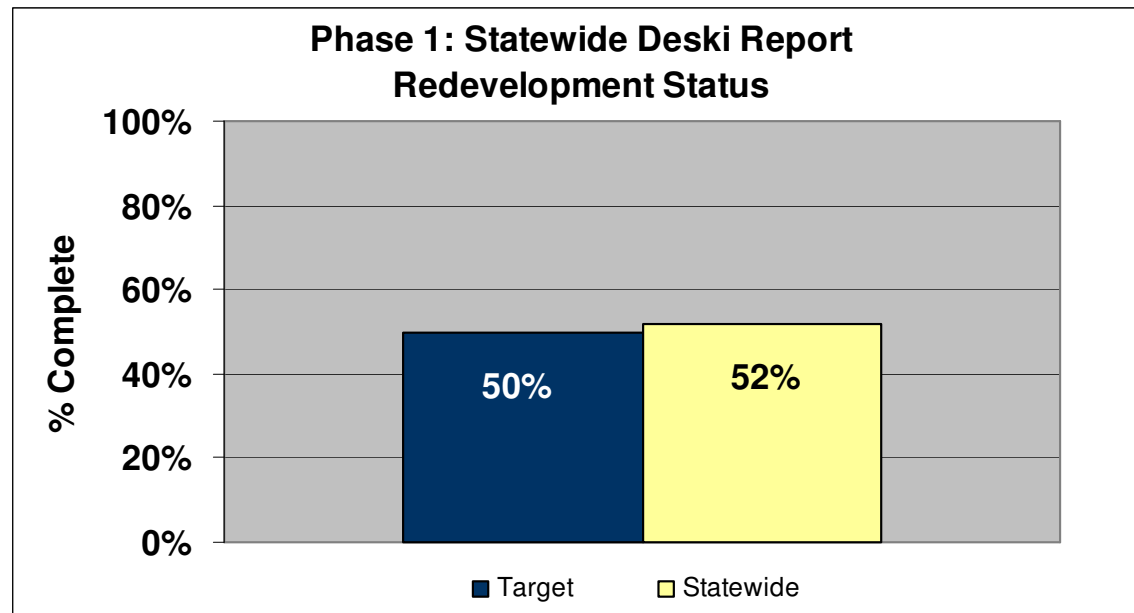
**NOTE: Above list includes Cabinets with more than 50 Deski Thick Reports.**

# Deski Report Clean Up Process

- Delete Deski copies after Webi redevelopment.  
Note: You can only delete reports you own.
- Process for deleting reports owned by Administrator:
  - E-mail [Finance.CRCGroup@ky.gov](mailto:Finance.CRCGroup@ky.gov) a list of Administrator Owned reports to be deleted.
  - Include report name(s) and folder location(s) in the list.

# Statewide Deski Redevelopment Status

- All Statewide Reports will be redeveloped.
- Reports identified as “Essential” are being redeveloped in Webi first.
- All other Deski Statewide reports to be completed by calendar year end, **Dec. 31, 2010.**



# BOXI – Training/Workshops

Class	Prerequisites	Day –Date-Time
Standard Reporting <i>Introduction</i> to infoAdvantage	–eMARS 101 Intro to eMARS Independent Study Guide (ISG) –eMARS 110 Chart of Accounts	Thur – May 20 - All Day
infoAdvantage XI 3.1 <i>Custom</i> Reporting	–eMARS 101 Intro to eMARS Independent Study Guide (ISG) –eMARS 110 Chart of Accounts –1102 eMARS Standard Reporting Introduction to InfoAdvantage	Thur – May 13 -All Day Wed – June 2 -All Day Tue – June 8 -All Day
Workshops for Report Redevelopment	–Deski Report Developers	Fri – May 14 - 9:00AM to 12:00 Noon Tue – Jun 15 -1:00 PM to 4:00 PM
<p>–All classes and workshops held at CRC, 1049 US 127 South, Frankfort, KY.</p> <p>–Contact your TTL for registration.</p>		



# BOXI – Report Redevelopment Workshops

## ➤ Workshops are:

- **NOT** training classes.
- Intended to help report developers resolve redevelopment issues.
- **NOT** intended to replace the *Reporting* classes.

## ➤ Preparation for Workshop should include:

- Documentation of the report to be redeveloped, including query objects, filters, SQL, and report layout/formatting, and/or
- A partially developed Web Intelligence query for troubleshooting.

# Questions?



# Miscellaneous



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# MDs and Contracts

- Ensure MD is appropriate
  - Emergency payment
  - Dictated by Terms & Conditions
- Create a PRC referencing the Contract (Copy Forward)
  - Enter a Scheduled Pay Date at least 10 days in the future
- Create an MD referencing the PRC (Copy Forward)
  - Include Document ID Prefix
    - MDC – Manual Disbursement Check
    - MDW – Wire Transfer
  - Ensure your MD is in Final status before the AD/EFT is created from the PRC
    - MD goes to SAS and Treasury for approval

# JVs and Contracts

- When using JV2Es and JVCs to move expenditures that previously referenced a contract (DO/PO/CT/PON2)
  - Use *Memo* reference type to reference the contract document (DO/PO/CT/PON2) on the JV2E or JVC, not the payment document

▼Reference			
Ref Doc Code :	PON2	Ref Vendor Line :	1
Ref Doc Dept :	758	Ref Commodity Line :	1
Ref Doc ID :	1000000001	Ref Accounting Line :	1
		Ref Type :	Memo ▼

A proper reference will update the Contract Summary universe and allow an accurate reporting of expenditures against contracts

# eMARS Redeposits

- Agencies should be aware of new process for electronic deposits of checks
  - Some banks are moving to electronic deposit of checks.
  - Scanned copy of check is used for processing
  - Member retains the original check
  - Electronic/scanned check clears the same as paper check
  - Receipt of original check does not indicate check has not been cashed
    - When depositing a previously issued check verify that has not cleared the bank (PDCHK, CHREC)



# eMARS Availability

## Standard Availability

Monday – Sunday -- 7:00 am through 7:00 pm

## Exceptions

eMARS will be unavailable **Saturday, July 3**  
through **Monday, July 5.**

Any changes will be posted at the *News and Alerts* link on the eMARS Web site:

<http://finance.ky.gov/internal/eMARS/>



# MARS Application Availability

- **Seagate no longer available**
- **Advantage, PD and will not be accessible after July 1, 2010**
  - Historical PD data such as attachment information may be requested through the Customer Resource Center
- **BRASS will be available through Soft Close Friday, July 9.**
  - Historical BRASS data may be requested through the Office of the State Budget Director
- **Management Report Database (MRDB) will remain available for historical reporting**

# Questions ?

